

OTE 85-1613

MEMORANDUM FOR: Members, Agency Training Steering Committee

FROM:

Director of Training and Education

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SUBJECT: Review of OTE Curriculum

1. Each year, the Office of Training and Education (OTE) conducts a rigorous review of its entire curriculum. This process is designed to ensure that courses and programs remain relevant and useful to the consumer and to ensure the highest quality of instructional technique.

2. OTE begins this fiscal year with a curriculum which calls for 208 separate and distinct courses (Attachment A), not including language training. Seventeen courses will be dropped (Attachment B) while 42 new courses will be added (Attachment C). In addition, OTE has identified nearly 50 courses which will receive an intensive evaluation (Attachment D).

3. Finally, OTE will conduct several training needs surveys (Attachment E). Such surveys are designed to determine precise training needs for particular Agency components or directorates or for identifying the needs of a particular audience, for example, Agency managers.

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Attachments

OTE/ADC (12 November 1985)

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Needs Surveys (FY 1986)

DO	- in progress
DA	- January 1986
OP (Recruiters)	- in progress
Office of Finance	- in progress
EEO	- in progress
Log	- in progress
Off Campus	- in progress
Management Training	- in progress
Regional Studies	- in progress
S&T Need Assessment on multi-cultural work force	
S&T Feasibility Study on use of computer-based training	